Calvin, Giordano & Associates, Inc. is seeking to hire a Financial Analyst in the City of Dunwoody office. The incumbent will record, report, monitor and analyze revenues, statistics, and activity; coordinate all aspects of collection and monitoring of the business license program; compile and analyze tax related data and prepare returns and digests; maintain and monitor revenue, invoicing and collection of revenue; and, assist with the annual budget process. This position reports to the Finance Director for the City of Dunwoody.

## KEY RESPONSIBILITIES:

Coordinate with local, state and federal agencies charged with collection and disbursement of taxes, assessments, fees, charges and other impositions to ensure full and timely collection of all monies due to the City;

Assist the City Finance Director with the collection and disbursement of taxes, assessments, fees, charges, grants, and other impositions to ensure full and timely collection of all monies due to the City;

Administer the fees, charges and their miscellaneous revenues pertaining to utilities, private enterprises and individuals as they interface with the City programs;

Prepare financial reports as directed by the City Finance Director;

Establish process improvements and implement system to collect all City revenue in a timely manner; and,

Assist the City Finance Director with annual budgeting process.

#### **EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Two or more years of increasingly responsible experience in municipal or private sector administrative work involving tasks similar to the previously described duties.

#### **Education:**

The equivalent of a Bachelor's Degree in Accounting, Business Administration or a related field is desirable.

## SPECIAL REQUIREMENTS:

Must be familiar with computerized accounting systems and have collection experience;

Business license experience desired but not required;

Strong understanding of basic accounting concepts, practices and procedures;

Extensive knowledge of Excel spreadsheet software;

Strong interpersonal skills;

Ability to understand and carry out complex oral and written instructions;

Ability to deal tactfully and courteously with employees and the general public;

Ability to communicate clearly and effectively, orally and in writing; and,

Ability to establish and maintain effective working relationships with employees, vendors, and the general public.

# APPLY:

To apply, please email resume as a Word document or PDF to <a href="jobs@calvin-giordano.com">jobs@calvin-giordano.com</a>

Calvin, Giordano & Associates, Inc. is proud to offer our employees benefits such as: 401(k), comprehensive paid time-off policies, tuition reimbursement, medical, dental, flexible spending accounts to name a few. We also offer our employees challenging and diverse projects, exciting growth potential, professional development and training opportunities. For further information please visit our web site at www.calvin-giordano.com

Sponsorship not offered. US Citizen or current US Work Authorization required. Only candidates that meet the requirements will be considered.